



POSITION: PUBLIC WORKS SUPERINTENDENT

ABOUT THE TOWN: Snowflake is a town with a current population of approximately 5,000 people located in north central Arizona in an area which enjoys a four season climate. The Town is a growing hub of activities for businesses, visitors, and residents. It is centrally located to many of the regions attractions, between prehistoric and native cultures to the north and the forested White Mountains to the south. Snowflake is the heart of America where the pioneer spirit lives on, neighbors care, and there is always a friendly greeting.

ABOUT THE POSITION: Snowflake is seeking a highly qualified and enthusiastic employee to serve our Town as a regular, full-time Superintendent in the Public Works Department. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers. The position works under limited and general supervision of the Public Works Director.

SELECTED EXAMPLES OF DUTIES: Performs a variety of managerial, administrative, technical, and skilled maintenance work in the planning, construction, operation, repair, maintenance and replacement of Town infrastructure, including streets, drainage, water, wastewater, and facilities. Manages and monitors a variety of maintenance and construction contracts. Exercises supervision and oversight over maintenance workers who perform maintenance or inspection of the Town's infrastructure.

DESIRED MINIMUM QUALIFICATIONS: Education and Experience: Graduation from high school or GED equivalent; seven (7) years relating to maintenance and repair experience of municipal infrastructure; and three (3) years supervisory experience. College level education may offset up to two (2) years of the experience requirement. Necessary Knowledge, Skills, and Abilities: Thorough knowledge of equipment, materials, methods, and procedures used in public works infrastructure systems. Position requires skill in the operation of necessary tools and equipment used in infrastructure operation, maintenance, and repair; ability to guide, direct and motivate employees, and; ability to organize and supervise the activities of various crews performing public infrastructure work. This position requires considerable knowledge, ability, and skill in the principles and practices of customer service.

SPECIAL REQUIREMENTS: Must possess a valid State of Arizona Class B Commercial Driver's License with tanker endorsement. The position requires Arizona operator certification (or obtained within six months of employment) as Wastewater Collections Grade 2 and Water Distribution Grade 3. Operator certification as Wastewater Treatment Grade 3 and Water Treatment Grade 2 operator is highly desirable.

SALARY: Anticipated starting salary is \$44,000 to \$50,000 per year, DOQ. This is an "At Will," FLSA exempt position.

BENEFITS: The Town provides a full range of benefits including medical, dental, vision, and life insurance. Holiday, vacation, and other paid leaves are provided. Participation in the Arizona State Retirement System is required with an employee contribution.

TO APPLY: Interested and qualified persons are invited to obtain and submit a complete Town application to:

Town of Snowflake
Attn: Barbara Flake
81 W. 1st South
Snowflake, AZ 85937
(928) 536-7103
FAX: (928) 536-2539

A resume may supplement the Town application but not replace it. Applications are accepted by FAX or by email to bflake@ci.snowflake.az.us. The Town of Snowflake is an Equal Opportunity Employer and complies with all State and Federal statutes related to employment.

APPLICATION DEADLINE: Position opened until filled. First Review will be September 7, 2010.